



Board of Election Commissioners for the City of Chicago

Regular Board Meeting

April 10, 2018, 9:30 a.m.

69 West Washington Street, 8th Floor Conference Room, Chicago, Illinois 60602

**Board Members:**

Marisel A. Hernandez, Chairwoman  
William J. Kresse, Commissioner/Secretary  
Jonathan T. Swain, Commissioner

**Staff:**

Lance Gough, Executive Director  
Adam W. Lasker, General Counsel  
Charles Holiday, Assistant Executive  
James P. Allen, Communications Director  
Bill Perez, Coordinator Hispanic Outreach  
Peter Peso, Deputy Chief Administrative Officer  
LaCretia Dandridge, Manager Human Resources  
Lorel Blameuser, Purchasing Agent  
Gary Ryczyn, Consultant  
Geneva Morris, Videographer  
Trish Sheehy

**Guests:**

Judd Ryan, ES&S  
Claire Tobin, Illinois Ballot Integrity  
Helene Gabelnick, League of Women Voters of Chicago  
C. Betty Magness, Rainbow PUSH Coalition  
Tracy Hartlieb, Equip For Equality  
Sandy Hed, Election Works  
Janette Wilson, PUSH

- I. **Call to Order:** The Regular Board meeting was called to order by the Chairwoman at 9:33a.m.
- II. **Roll Call:** All Board members were present.
- III. **Consideration of Agenda:** The agenda was accepted as presented.
- IV. **Approval of Minutes:**
  - A. **Minutes of the Regular Board Meeting of March 13, 2018** Commissioner Swain moved

to approve the Minutes of The Regular Board Meeting of March 13, 2018.  
Commissioner Kresse seconded the motion. The Minutes were approved by  
unanimous vote of the Board.

**V. Executive Director's Report (Lance Gough)**

- Board staff has begun work for the November 2018 election and for the 2019 election(s).
- While we are closing out this primary election, Mr. Gough noted some things that went really well. In 2017 we had 16 Board employees retire. We filled those vacancies from within the office. All the people who were put in new positions stepped up to the plate. The amount of work and hours that Board staff put in was incredible. Mr. Gough is having the managers provide a list of employees who worked above their regular hours.
- Mr. Gough thanked Charles Holiday who did an excellent Job. This was his first election as Assistant Executive Director. Clinton Hurde took over Dawn Down's division when she retired. Mr. Gough was impressed by Mr. Hurde and the work his division did. Sandra Aspera, Assistant Manager to Mr. Hurde did an excellent job. We had an issue regarding who was going to fill Charles Holiday's spot in Registration, Jim Carli took over and is doing an excellent job. The staff impressed Mr. Gough this last election. Of course, there are things can be improved.
- Mr. Gough then introduced Tracey Hartlieb of Equip for Equality to provide a report.
  - Tracey Hartlieb:
    - On Election Day, Equip for Equality sent out 157 individuals to survey approximately 353 polling places for accessibility issues. We chose new, first time polling places and a few polling places that we had previously reviewed that we believed were more accessible than the original survey showed.
    - Some things became more of an issue this time. Parts of the survey require that we take photos of areas that are not in compliance. We had some push back from polling places. Equip for Equality has asked the Board to issue polling place credentials to the surveyors that indicate that they are required to take photos, and to provide a wearable badge to all the Equip for Equality volunteers and staff so that it's clear to anyone that they are official. Equip for Equality is starting to analyze the survey results.
    - Overall, Equip for Equality is pleased with the survey tool.
    - Next round we plan to send volunteers to places where temporary remedies were used to make them accessible.

- Commissioner Kresse agrees that a badge would be helpful and alleviate some of the anxiety that some voters may have seeing the surveyors looking around and taking pictures in the polling place. Ms. Hartlieb explained that the surveyors are instructed not to take pictures while people are voting.
- Mr. Gough said that the Board and Equip for Equality had a good meeting with the Department of Justice (DoJ). There were several polling places that were listed as inaccessible, but were actually accessible. Because of the placement of signage they were listed as inaccessible. We are reworking this aspect and giving better direction on how/where to place signage.
- We are going to send out a letter to all of the Judges of Election informing them that Equip for Equality and the Justice Department will be going out and conducting surveys on Election Day.
- We are going to set up meetings with the City's Department of Fleet and Facility Management (2FM) and other departments. The meetings could improve the percentage of accessible polling places (possibly a 25% increase for November and even more in 2019).
- We are moving in a positive direction, but there are some polling places that will never be accessible, e.g., firehouses, so we took all firehouses off the list.

**A. Assistant Executive Director (Charles Holiday)**

- Yesterday we completed the 5% audit
- Thank you to all the staff who worked with him, as it was his first 5% audit as Assistant Executive Director. Thanks to Adam Lasker, Joan Agnew, Ron Boyd, the IT Department, Keith Carter and Derrick Hurde and the entire Warehouse staff for all their help.
- To correct a misunderstanding of one of the audit observers: The audit teams were given pre-printed sheets with all candidate names. These sheets did not contain any vote total numbers. The audit teams never received a printout with the number that was recorded. They are only told if the tally matches the recorded number, yes or no.

**B. Communications Director (Jim Allen)**

- Early Voting and Vote by Mail numbers exceeded any previous mid-term primary election. Our success in Vote by Mail gave us insight into what we might do better.

An example of a success story is that we were able to send out emails to voters who applied for Vote by Mail online. These emails notified voters when we: received their application, mailed out their ballot, and received their ballot. This reduces the number of calls and emails that we receive. Now we are reviewing the rejected Vote by Mail ballots and are finding that the most common reason for rejection is that the voter failed to sign

the certification on the outer envelope. Historically, we have sent out rejection notices by mail, and we are looking to add that to our email list so that we can inform these voters that they could still use Early Voting or Election Day voting. Alternatively, we may send an email with the certification to mail back, and then we marry it to their mailed in ballot, which would allow us to count the ballot

- We are in the process of Improving and updating all the pages on the website for the November election. We have added the notice, requested by members of the Board, regarding the CityKey on home page as well as the “news page” on our website and there is a link there with our statement. We are having it translated into the other languages for our website.
- Chairwoman and I have been talking about possible new measure with youth voter engagement and we’re able to move forward on several of those plans, especially those held in conjunction with the summer concert series in the city. We will follow up and have more information on that.

The Chairwoman stated that this has been one of the most difficult elections that we have ever had. Mr. Gough and staff did a tremendous job and the Chairwoman commended Mr. Gough for the work that he and his staff had done, along with Mr. Holiday, Mr. Allen, the managers, and the workers who stepped up. With so many people having retired, people had to step up and they did. The Chairwoman thanked Mr. Lasker for all of his work. She pointed out that it doesn’t matter what hurdles we face, we find a way to overcome them and move on. We had a great election.

Commissioner Kresse pointed out that even though approximately 12-15% of the staff was missing due to retirement and unfilled vacancies the office still did a great job.

**VI. Old Business**

**A. Infrastructure Projects and Changes in Election Administration:** In process.

**B. Electronic Poll Books:** Mr. Holiday reported that we are still having weekly meetings with ES&S regarding e-poll books.

**C. Voting Equipment**

**D. Legislation:** Mr. Lasker reported that the bills we are tracking are still in committee. The committee meetings are starting tomorrow so we should have more information at the next meeting.

**VII. New Business:**

**A. Agreement with Hall’s Rental Service, Inc. for Furniture Rental Services, 2018 Primary and General Elections**

Purchasing Agent, Lorel Blameuser reported that the office did issue a small bid for furniture rental for the judges of election training along with other events that would need furniture. When we initially started to receive quotes the number was under \$25,000. Since then, with the increase of usage, the cost exceeds the \$25,000 mark and that is why it is being presented to the Board. The number we are presenting now

not only includes the past primary election, but the upcoming General Election as well, so that we do not have to bring it back to the Board. The cost for the Primary was just over \$101,000; the estimated cost for the General Election is 102,000. We are submitting the estimated 205,000 for both elections.

Mr. Gough commented that in 2019 we will go out to bid for tables and chairs. For as long as Mr. Gough has been here, Halls has always provided tables and chairs because no one wants to bid against them. They are the biggest, but there are other companies that we are looking to and will be bidding for 2019.

Ms. Blameuser pointed out that in the last bid other companies were notified including Marquee Rental (formerly Classic Rental), Triple-A Rental and of course Hall's Rental. Commissioner Swain noted that Marquee, Classic and Triple-A have combined to form one company.

Ms. Blameuser pointed out that she checks with the City to see if they have any agreements to which we could be added. If they do not have any, Ms. Blameuser checks the MBE/WBE directory to see if there are any firms that would qualify for the program for which we are seeking bids. She does this for the solicitations for any and all of our projects.

Commissioner Swain wanted some clarity regarding the large difference between what was bid and what the cost was. The bid was at or below \$25,000 yet we spent \$102,000, and you're now asking for authorization of \$206,000. Why is there such a large delta? Ms. Blameuser explained that she failed to take into account the polling place furniture rental and delivery in the bid. Polling places included 750 stops and cost approximately \$88,000.

Commissioner Kresse moved to approve a rental agreement with Hall's Rental Services for the term of April 10, 2018 through December 31, 2018 in an amount not to exceed \$205,000. Commissioner Swain seconded the motion and the Board passed the motion approving the agreement by unanimous vote.

**B. Agreement with Arrow Messenger Service, Inc. for Driver and Transportation Services, 2018 Primary and General Elections**

Ms. Blameuser explained that this agreement was for transportation services and use of drivers prior to Election Day (Early Voting) and Election Day use. Arrow Messenger has been the past provider. We utilize them under an existing City contract which is purchase order 26518 which is due to expire on June 30, 2018. In reference to the past contract the price is competitive. Seeking approval of a grand total of \$640,000. This amount is based off of an estimate for the November election the actual cost of the primary was \$318,123.94. This item was not approved prior to the primary.

Commissioner Kresse moved to approve the agreement in an amount not to exceed \$640,000 for transportation services for both the 2018 Primary and General elections. Commissioner Swain seconded the motion and the motion carried by a unanimous vote of the Board.

**C. Amendment of Ballot Fulfillment Contract with 3XData to include cost increase, 2018 Primary**

Ms. Blameuser explained that the ballot fulfillment agreement for Vote by Mail ballots for the 2018 primary was approved by the Board on February 13<sup>th</sup> in the amount of \$153,698. Because of court rulings the adjustment to fulfillment, with on/off candidates, increased by approximately 46% thus far the increase was more than \$71,000. Because it exceeds the approved amount by more than 10% Ms. Blameuser said that it had to be brought in front of the Board to approve the increase.

Mr. Gough pointed out that it is not just the lateness of the ballots or the court issues that caused the price increase. There was an increase in the number of Vote by Mail ballots which we did not anticipate. Mr. Allen noted that in 2010 we had 13,000 Vote by Mail voters; in 2014 there were 8,200; this time we had 40,000 Vote by Mail. Each of these elections had "no excuse" Vote by Mail (i.e., not the old absentee voting.

Commissioner Kresse wanted to know what it was about the court order that caused the expense, in addition to the sheer number of vote by mail ballots. Mr. Gough stated that having to insert court ordered notices, then take the notices out, then put the other notice in had the company working constantly to keep up with the changes. Also, in November we anticipate an increase in Vote by Mail.

Commissioner Swain moved to amend the ballot fulfillment contract with 3XData maximum from the previously approved \$153,698 to \$224,898.50 for the 2018 Primary. Commissioner Kresse seconded the motion. The motion was passed and the amendment approved by unanimous vote of the Board.

**D. Emergency Amendments to cartage contracts**

Mr. Gough explained that Big O Movers had been awarded a contract for the cartage of two Board defined areas, "Area B" and "Area C". After discussions between Mr. Gough, Board Logistics Division Manager Clinton Hurde and Big O Movers it was determined that Big O Movers along with its sub-contractors would not be able to meet the deadlines for the delivery of election equipment in "Area B". This was the first time that Big O Movers was awarded 2 areas.

Further discussions determined that Midway Moving and Storage would be able to handle the cartage for the area that they had been awarded along with "Area B". Midway Moving and Storage has handled multiple areas in past cycles.

Mr. Gough explained that these amendments would remove "Area B" from Big O Movers and award "Area B" to Midway Moving and Storage to ensure that the election equipment is timely picked up from the Board's warehouse, delivered to the polling places in the area and returned to the Board's warehouse on deadline.

All services have and will still be performed at the same pricing as was previously approved in the original contracts.

Commissioner Swain expressed his concern that part of the contract(s) were taken from a Minority Business Enterprise (MBE) and its MBE subcontractors and awarded to a non-MBE company, and suggested that Mr. Gough encourage Midway Moving and Storage to engage MBE subcontractors if subcontracting is necessary.

Commissioner Swain moved to amend the cartage contract with Big O Movers to reduce the scope of services to a level within the contractor's ability to perform. Commissioner Kresse seconded the motion. The motion was passed by unanimous vote of the Board

Commissioner Kresse made a motion to approve the amendment to the cartage contract with Midway Moving and Storage to increase the scope of services to include additional services provided as needed and requested by the Board. Commissioner Swain seconded the motion. The motion passed by a 3:0 vote of the Board.

**E. Approval of the 2019 Election Information Pamphlet & Calendar for the upcoming City of Chicago elections.**

General Counsel Lasker presented the 2019 elections calendar and pamphlet. The Municipal and Aldermanic elections will be on Tuesday, February 26, 2019 and any run-off or supplementary elections will be on April 2<sup>nd</sup>, if necessary.

The minimum signature requirement is 12,500 for citywide offices (Mayor, City Clerk and City Treasurer), and 473 for all aldermanic candidates.

Mr. Lasker will get this material translated and posted on the Board website.

Commissioner Swain pointed out that there had been legal referral information, such as to the (CBA) Chicago Bar Association's Attorney Referral Service, in past pamphlets and asked if this information is in this document.

The recommendation that interested parties seek legal counsel is in this version, but the references to the CBA or other organizations is not.

Mr. Allen pointed out that it had been in the 2016 calendar, and probably failed to bring it over to the Municipal calendar, as the basis for this document was the 2015 Municipal calendar/pamphlet.

Mr. Lasker will have the attorney referral verbiage added before distributing the calendar/pamphlet.

Commissioner Kresse moved to approve the 2019 Information Pamphlet and Calendar, as amended. Commissioner Swain seconded the motion. The motion was approved by unanimous vote of the Board.

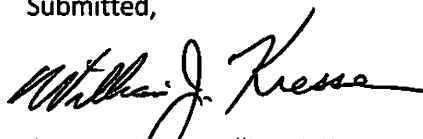
**VIII. Legal Report**

No legal report to present at this time. However, Mr. Lasker stated that working with Board staff on this election cycle has been a real learning experience for him, and that he has to compliment everybody for helping the new General Counsel.

- IX. **Financial Report:** none
- X. **Public Comment:** none
- XI. **Executive Session:** none
- XII. **Adjournment:**

Commissioner Swain moved to adjourn. Commissioner Kresse seconded the motion. The motion to adjourn was passed by unanimous vote of the Board. The Board adjourned at 10:09 a.m.

Submitted,



Commissioner William J. Kresse  
Secretary